

Rank	FH Provisions re: When Notice of Reappointment Must Be Received	2024-2025 Academic Year Deadline For Faculty Receipt of Notice	2024-2025 Deadline for Notification to Provost of Recommended Action
Instructor in 1 st one-academic-year term	3.2.1 An initial appointment to the rank of instructor is for a probationary term of one academic year. The instructor may be reappointed successively for (4) four academic years; each term counts towards tenure. <i>Not less than (60) sixty calendar days</i> before the first term of appointment ends, the instructor shall receive written notice whether, when the current term expires, the instructor will be reappointed for additional one-year probationary terms at the same rank of Instructor; a terminal appointment at the rank of Instructor or (1) one additional academic year; or notice that they will not be reappointed at the end of their current specified term employment contract.	March 13, 2025	January 13, 2025
Instructor in 2 nd one-academic-year term	3.2.1 An instructor appointed to a second one-year term shall receive a similar notice <i>not less than (90) ninety calendar days</i> before that term ends. During the last 90 calendar days of the second consecutive year of employment, the institution may notify that the instructor will be reappointed for an additional one-year probationary term at the same rank of Instructor; a terminal appointment at the rank of Instructor or (1) one additional academic year; or notice that they will not be reappointed at the end of their current specified term employment contract.	February 11, 2025	January 13, 2025
Instructor in 3 rd one-academic-year term	3.2.1 Before the end of the third consecutive term, an instructor who has not been notified that employment will be ended in that year, shall receive a written notice <i>[at minimum [12] twelve months before their terminal year as an instructor]</i> for whether, when the current term expires, the instructor will be: <ul style="list-style-type: none"> * promoted to the rank of assistant professor for a three-year term that may lead to tenure and promotion, * appointed to a special faculty appointment, as provided in section 4.2, of at least a one-year duration or * offered a terminal appointment for one academic year at the end of the current term. 	May 12, 2025	April 11, 2025
Instructor in 4 th ,	3.2.1 No reappointment to the rank of instructor may be made after (4) four consecutive years of employment at that rank. (But see section 4.2, "Special Faculty Appointments.")	May 12, 2025	April 11, 2025
Assistant Professor in 3 rd year of initial 4 th academic-year probationary term	3.2.2 An initial appointment to the rank of assistant professor is normally for a probationary term of four academic years. Before the end of the third year of the four-year probationary term, the assistant professor shall receive written notice whether, when the current term expires, she or he will be reappointed at that rank for a second probationary term of three years or not be reappointed.	May 12, 2025	April 11, 2025

Assistant Professor in 2 nd year of the second probationary term of 3 academic years.	3.2.2 Before the end of the second year of the three-year term as an assistant professor, the assistant professor shall receive written notice whether she or he will be reappointed with permanent tenure at the same or higher rank or not be reappointed.	May 12, 2025	January 13, 2025
Assistant Professor requesting promotion and tenure review one year earlier.	3.2.2.d An Assistant Professor who has demonstrated exceptional performance by exceeding departmental criteria during their probationary period may request review for promotion to Associate Professor with tenure one year earlier than the mandatory year (see 3.2.2.d. An Assistant Professor must request review for promotion and tenure at the same time. If the Assistant Professor is granted promotion to Associate Professor and tenure, the action shall become effective at the beginning of the next fiscal year. If the Assistant Professor is unsuccessful in his/her review, he/she may request a review in the following mandatory year.	May 12, 2025	January 13, 2025
Assistant Professor with credit for 1 year of service elsewhere in 2 nd year of three-year initial probationary term	3.2.2 If one year of service elsewhere is counted, the initial contract will be for a probationary term of three years. Before the end of the second year of the first three-year term, the assistant professor shall receive written notice whether, when the current term expires, she or he will be reappointed at the same rank for a second probationary term of three years or not be reappointed.	May 12, 2025	April 11, 2025
Assistant Professor with credit for 1 year of service elsewhere in 2 nd year of second three-year probationary term	3.2.2 Before the end of the second year of the second three-year term as assistant professor, the assistant professor shall receive written notice whether she or he will be reappointed with permanent tenure at the higher rank or not be reappointed.	May 12, 2025	January 13, 2025
Assistant Professor with credit for 2 years of service elsewhere in 2 nd year of three-year initial probationary term	3.2.2 If two years of service elsewhere are counted, the initial contract will be for a probationary term of three years. Before the end of the second year of the three-year term, the assistant professor shall receive written notice whether, when the current term expires, she or he will be reappointed at the same rank for a second probationary term of two years or not be reappointed.	May 12, 2025	April 11, 2025
Assistant Professor with credit for 2 years of service elsewhere in 1 st year of two-year second probationary term	3.2.2 Before the end of the first year of the two-year term as assistant professor, the assistant professor shall receive written notice whether she or he will be reappointed with permanent tenure at the higher rank or not reappointed.	May 12, 2025	January 13, 2025

<p>Associate Professor during 1st year of service at ASU</p>	<p>3.2.3 An initial appointment to the rank of associate professor may be with tenure or for a probationary term of up to five academic years. The length of this initial appointment takes into account credit toward tenure and promotion for service elsewhere.</p> <p>Before the end of the probationary term, the associate professor shall receive written notice whether she or he will be recommended for permanent tenure at the same or higher rank when the current term expires or not be reappointed, consistent with the [following] schedule . . . : (a) during the first year of service at the institution, the faculty member shall be given <i>not less than (60) sixty calendar days' notice</i> before the employment contract expires. . .</p>	<p>March 13, 2025</p>	<p>January 13, 2025</p>
<p>Associate Professor during 2nd year of service at ASU</p>	<p>3.2.3 During the second year of continuous service at the institution, the faculty member shall be given <i>not less than (90) ninety calendar days' notice</i> before the employment contract expires.</p>	<p>February 11, 2025</p>	<p>January 13, 2025</p>
<p>Associate Professors in 3rd year of service at ASU.</p>	<p>3.2.3 After two or more years of continuous service at the institution, the faculty member shall be <i>given not less than (12) twelve months'</i> notice before the employment contract expires.</p> <p>3.2.3 Associate Professors, not appointed with tenure, shall be reviewed for tenure no later than the fourth year of appointment except when the probationary period has been extended according to the provisions of 3.2.3d or Chapter 5</p>	<p>May 12, 2025</p>	<p>April 11, 2025</p>
<p>Special Faculty Appointments</p>	<p>4.2 Faculty members who are appointed as visiting faculty members, adjunct faculty, lecturers, artists-in-residence, writers-in-residence, practitioners-in-residence, executives-in-residence, clinical faculty, research faculty, postdoctoral fellows, or other special categories are regarded as “special faculty members” for purposes of the University Code. Such appointments are non-tenure-track appointments. Prior to appointment or reappointment, the credentials of candidates for Special Faculty appointments will be reviewed by the Appointment, Promotion, Tenure Committee (see Chapter 7).</p> <p>4.4 Special faculty members who are paid shall be appointed for a specified term of service, as set out in writing in the letter of appointment. Appointments may be for a specified term. The term of appointment of any paid special faculty member concludes at the end of the specified period set forth in the letter of appointment, and the letter of appointment constitutes full and timely notice that a new term will not be automatically granted or guaranteed when that term expires. <u>This institution shall not be obliged to give any notice before a current term expires as to whether an appointment will be offered for a new term.</u></p>	<p>No notice required</p>	<p>If special faculty are to be appointed to a new specified term, a Deans’ Recommendation Form must be forwarded to the Office of Academic Affairs after recommendations have been received from the APT Committee or Subset of the APT Committee and the department chair.</p>